

ALFRED NZO DISTRICT MUNICIPALITY



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TERMS OF REFERENCE FOR JOB DESCRIPTION QUALITY ASSURANCE & DEVELOPMENT

Issued and Prepared by:
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A handwritten signature in black ink, appearing to be 'M. H. Kohli', written over a horizontal line.

1. INTRODUCTION OF THE PROJECT

Following the adoption of TASKS Grade Job Evaluation System in the Local Government Sector so as to enhance pay parity for similar jobs, Alfred Nzo District Municipality was established, comprising of the District Municipality and four Local Municipalities falling under it.

2. PROJECT BACKGROUND

Alfred Nzo District Municipality is in the process of evaluating Job Descriptions across the District. Two Local Municipalities are close to finishing evaluating their posts and other Locals are probably at 40 %. Alfred Nzo District Municipality is behind in evaluation due to Job Descriptions that need to be developed and need quality assurance.

3. SCOPE OF WORK

The services provider will be expected to deliver on the following:

- To develop new Job Descriptions in order to assist with the recruitment process.
- Auditing of Job Descriptions/Profiles

4. SPECIFICATIONS

- Auditing of 96 Job Descriptions/Profiles
- Project Management and report preparation
- Preparation of 20 Job Descriptions

5. DELIVERABLES

- Signing of service level agreement;
- Audited Job Descriptions that will not only assess the format of the Job Descriptions/Profiles but will also review their consistency regarding Organisational Structure and level of responsibility.
- Developing 20 Job Descriptions in order to assist with the recruitment process.

6. KEY COMPETENCIES

The Service provider appointed to undertake this project should demonstrate the following key competencies:-

- Proven track record as a registered company in development of job descriptions in line with TASK Job Evaluation System
- Technical ability to interpret the requirements in the Terms of references;
- A sound approach and methodology towards delivering on this assignment; and
- Availability, accessibility and dedication of expertise.

7. EXPECTED OUTCOME

- 20 Job Descriptions in line with TASK job evaluation developed and submitted to Municipality.
- Quality assurance done on 96 Job Descriptions
- Closeout report submitted to the Municipality

8. PROJECT TIMEFRAME

- The Service Provider to provide timeframes for the implementation of the project not exceeding 14 days.

9. EVALUATION CRITERIA

9.1 SUBMISSION REQUIREMENTS AND SELECTION CRATERIA

The proposal should include the following:-

- Technical proposal include quality control, job creation and accountability.
- The cost for both direct and in direct
- The capacity of the organisation to handle the project i.e. previous similar project done, project leader, C.V. of prominent individuals that are proposed to be involved in this project.

1. Bidders are required to submit the following documents (copies must

2. EVALUATION CRITERIA

The proposals will be evaluated in two stages, namely:

- Stage 1- Functionality
- Stage 2- Price and BBBEE Points

Only Bidders who score 70% or more on stage 1 would be evaluated further and therefore eligible for the award.

ITEM	Weight
STAGE 1 OF EVALUATION – FUNCTIONALITY	
Functionality	100

• Previous Experience	40
• Capacity and Expertise	40
• Methodology	20
STAGE 2 OF EVALUATION – PRICE & PREFERENTIAL POINTS	
BBBEE POINTS	20
Price	80
TOTAL	100

Breakdown for Functionality:

Functionality	Weight
Previous Company relevant experience	40
Previous record of experience on implementation of JD Quality assurance and development of new JD in :	
- 1-3 Municipality(s) and /or public sector	20
- 4-6 Municipalities and /or public sector	30
- 7 and above Municipalities	40
Capacity and expertise to undertake the project	40
- Valid Service provider accreditation (Masters Degree in Public Administration)	20
- Proof of qualified facilitators in conducting quality assurance & developing new Job Descriptions.	10
NB: Attach proof accreditation, facilitator's qualifications and experience, in order to claim the above points. (Masters Degree in Public Administration)	10
Methodology	20
Brief and clear proposal indicating clear understanding of the requirements set out in Terms of Reference (specification)	20

N.B Failure to submit the following documents will lead to disqualification

- SARS pin
- Accreditation letter from relevant ETQA body be certified):
- Founding Statement (CK Form); failure to do so will result in loss of points.
- Bidders are required to be registered for VAT and must submit an original SARS Tax Clearance Certificate.
- Curriculum Vitae of staff and principal partners that are to be involved in the project
- Method statement and programme of action (clearly stating execution methodology; the project starts and finish dates and major milestone achievable)
- List of projects of similar nature undertaken.

The selection criteria adopted is that of Quality and Cost Based Selection (QCBS) and the Municipal Targeted Goals (MTG). The points allocated are 90 for QCBS and 10 for MTG.

Quality and Cost Based Selection (QCBS)

- The points allocation:
 - Fifty for the Quality of Method statement and programme of action
 - Fourty points for price as reflected in the MBD 3.3 form
- The fourty points for quality base will be allocated as follows:
 - The quality and preciseness of the Methodology: 30 points
 - Previous experience in similar projects and record of achievement:10 points
- The price base formula:
 - $P_s = 50 \times \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$

Where P_s = points scored for price of the bid under consideration

P_t = Rand value of the bid under consideration

P_{min} = Rand value of lowest acceptable bid

Municipal Target Goals (MTG)

(a) Historical Disadvantage Individuals:

- (i) who had no franchise in national elections before the 1983 and 1993 Constitutions1

- (ii) who is a female1
- (iii) who has disability1
- (iv) who is youth2
- (b) Other specific goals (goals of the RDP-plus local manufacture)**
- (i) Value added by SMME"s and subcontracting to SMME's1
- (ii) Locality :-Mount Ayliff Municipal Area of Jurisdiction2
 - Alfred Nzo District Municipality1
 - Eastern Cape1

Criteria	Maximum Target	Maximum points allocation
Quality and Cost Based Selection (QCBS)	80	
MT Component	20	
TOTAL	100	

INSTRUCTIONS TO BIDERS

PUBLICATION REFERENCE:

In submitting their bid, bidders must respect all instructions, forms, Terms of reference, contract provisions and specifications contained in this bid dossier. Failure to submit a bid containing all the required information and documentation within the deadline specified will lead to the rejection of the bid.

1. Services to be provided

These services required by the Contracting Authority are described in these Terms of Reference.

2. Participating and sub-contracting

- a) Participation in this bid is open only to the candidates present at the compulsory site visit.
- b) Bids should be submitted by the same service provider or consortium, which has submitted the proposal on the basis of the above. **No change whatsoever in the identity or composition of the bidder is permitted;**

- c) Short-listed service provider or consortia are allowed to form alliances with any other firms or to sub-contract to each other for the purpose of this contract;
- d) Sub-contracting will be allowed, only in so far as it was stated in the initial bid.
- e) Duplication of bid document is prohibited.

3. Contents of Bids

Each bid must comprise a Technical offer and a Financial offer, each of which must be submitted separately (see clause 8). Technical offer and financial offer must contain one original, clearly marked "**Original**", and 5 copies, each marked "**Copy**".

3.1 Technical offer

The technical offer must include the following documents:

- (1) A Bid proposal including:
 - a) A detailed work-plan indicating how the bidder will deliver on the outputs as stated in the terms of reference.
 - b) A statement of intent by bidder in which it undertakes to provide the services in conformity with the provisions as set out in the bid terms of reference and instructions to bidders.
 - c) In the case of a consortium, a document in which each consortium partner must accept joint and several liability with the other consortium partner for the execution of the contract and give a mandate to the leader to sign on its behalf
 - d) A sworn statement (by each consortium partner, in the case of a consortium) to the same effect as was made in the bidders proposal confirming that the bidder has not fallen, in the meanwhile into any of the grounds for exclusion from this bidder procedure
 - e) Any other annexures that the bidder may deem necessary.
- (2) Company Profile and Key Personnel – A detailed company profile (including but not limited to shareholders, management, registered offices or physical address of premises where business is conducted), the key personnel and those whose involvement considered to be instrumental in the achievement of the contract objectives. Their (the key personnel) positions and responsibilities should be clearly defined.

The information should therefore include the following:

- a) A list of the names of key members
- b) **The CVs of each of the key members.** Each CV must be confined to 3 pages and only one CV should be provided for each position identified.

The qualification and experience of each key member must clearly match the profiles indicated in the Terms of reference. All key members must be South African nationality.

(3) **Statements of exclusivity and availability – signed by each key member, the purpose of which as follows:**

- a) The key members proposed in the bid must be part of any other bidder being submitted for this bid procedure. They must therefore engage themselves exclusively to one proposal relating to this bid.
- b) Each key member must also undertake to be available, able and willing to work for all period foreseen for his/her input during the implementation of the contract as indicated in the Terms of reference.

Any person who is currently engage in projects financed Alfred Nzo District Municipality, where the input from his/her position in that contract will not have ended before the expected start of his/her activities under this contract, must not be proposed for this contract under any circumstances.

If a key person has been sub-contracted by more than one bid with the agreement of the key personnel, the correspondence bid may be rejected. The key person concerned will be excluded from this bid and may also be subject to exclusion from other financed projects.

In case where a key person will not be available at the expected start of his/her activities, the correspondence bid may be rejected and the person concerned will be excluded from this bid.

Having selected a successful bidder, on the basis of evaluation criteria as specified section 9 above, the Contracting Authority expects the contract to be executed by these specific people mentioned in the proposal. As the expected date of mobilization is given in the bid dossier, the Contracting Authority will only consider substitutions after the deadline for the submission of bid in cases of unexpected delays in the commencement date beyond the control of the bidder, or exceptionally because of the incapacity of a key member for health reasons or due to *force majeure* or other circumstances which may justify a replacement and which would not have any effect on the selection of the most economically advantageous bid. The desire of a bidder to use an expert on another project or a change of mind on the part about the contract will not be accepted as a reason for substitution on any of the key members.

3.2. Financial offer

The financial offer must state the bidder's price in South African Rands for providing the services according to its Technical offer.

The same person, who signed the corresponding Technical offer, must sign this document.

4. Variant solutions

Any variant solutions will not be taken into consideration.

5. Period during which Bid are binding

Bidders are bound by their bids for 90 days after the deadline for the submission of bids. In exceptional cases, before the period of validity expires, the Contracting Authority may ask bidders to extend the period for a specific number of days, which may not exceed 40.

The successful bidder must maintain its bid for a further 60 days from the date of notification that its bid has been selected for the contract.

6. Additional information before the deadline for submission of bidders

The bid dossier should be clear enough to avoid the Contracting Authority from having request additional information during the procedure. If the Contracting Authority, either on own initiative or in response to the request of a short-listed candidate, provides additional information on the bid dossier, such information will be sent in writing to all other bidders at the same time.

Bidders may submit questions in writing to the following address up to 21 days before the deadlines for submission of bids, specifying the **publication reference** and the **contract title**:

Att: Manager: Supply Chain
Alfred Nzo District Municipality
Ntsizwa Street
PO Box 511
Mt Ayliff
4735

Any prospective bidders seeking to arrange individual meetings with either the Contracting Authority during the bid period may be excluded from the bid procedure.

Any clarification of the bid dossier will be communicated simultaneously in writing to all bidders at the latest 11 calendar days before the deadline for submission of bids. No further clarifications will be given after this date.

These will be no bid debriefing.

Visit by individual prospective bidder during the bid period are not permitted other than the site visit for good reasons.

7. Submission of Bids

Bids must be submitted in English such that they are received before the deadline specified by in the letter of invitation to bid.

Any infringement of these rules (e.g. unsealed envelopes) is to be considered a breach of the rules, and will lead to rejection of the bid.

The envelope should carry the following information:

- a) The address for submission of bid indicated above;
- b) The reference code of the bid procedure to which the bidder is responding (i.e. no 0.. /200..);
- c) The words "Not to be opened before the bid opening sessions";
- d) The pages of the Technical and Financial offers must be numbered.

8. Alterations or Withdrawal of Bids

Bidders may alter or withdraw bids by written notification prior to the deadline for submission of bids. No bid may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with clause 8. The envelope must be marked "Alteration" or "Withdrawal" as appropriate.

9. Costs for preparing Bids

No costs incurred by the bidder in preparing and submitting the bid shall be reimbursable. All such costs shall be borne by the bidder. In particular, if proposed key members were interviewed, all costs shall be borne by the bidder.

10. Ownership of Bids

The Contracting Authority retains ownership in all bid received (this excludes intellectual property for all but the successful bidder) under this tendering procedure. Consequently, bidders have no right to have their bids returned to them.

11. Evaluation of bids

11.1 Evaluation of technical offers

The quality of each technical offer will be evaluated in accordance with the evaluation criteria and the associated weighting as detailed in this bid dossier. No other award criteria will be used. The evaluation criteria will be examined in accordance with the requirements as indicated in the Terms of Reference.

11.1.2 Presentations / Adjudication

The Evaluation Committee may call for presentation by the short-listed bidders, after having established its written provisional conclusions but before concluding the technical evaluation.

The date and time of any such presentation will be confirmed or notified to the short-listed bidders at least seven days in advance. If a bidder is prevented from attending presentation by force majeure, a mutually convenient alternative appointment may be arranged with the bidder. If the bidder is unable to attend this second appointment, its bids will be eliminated from the evaluation process.

11.2 Evaluation of financial offers

The Financial Offer will be evaluated concurrent to the Technical Offer. Bids exceeding the maximum budget available for the contract will be eliminated.

11.3 Confidentiality

The entire evaluation procedure, from the drawing up of the shortlist to the signature of the contract, is confidential. The Evaluation / Adjudication Committee's decisions are collective and its deliberations are held in closed session. The members of the Evaluation / Adjudication Committee are bound to secrecy.

The evaluation reports and written records, in particular, are for official use only and may be communicated to neither the bidders nor to any party other than the Contracting Authority.

12. Ethics clauses / Corruptive practices

- a) Any attempt by a bidder to obtain confidential information, enter into unlawful agreements with competitors or influence the Evaluation / Adjudication Committee or the Contracting Authority during the process of examining, clarifying, evaluating, comparing and adjudication bid will lead to the rejection of its bid and may result in administrative penalties.
- b) The bidder must not be affected by any potential conflict of interest.

- c) The Alfred Nzo District Municipality reserves the right to suspend or cancel funding to this project if corrupt practices of any kind are discovered at any stage of the award process or during the implementation of a contract, if the Contracting Authority fails to take all appropriate measures to remedy the situation. For the purposes of this provision, "corrupt practices" are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or implementation of a contract already concluded with the Contracting Authority.
- d) Bids will be rejected or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions paid to a payee who is not clearly identified or commissions paid to a company which has every appearance of being a front company.

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Failure to comply with one or more of the ethics clauses may result in the exclusion of the bidder or contractor from other Community contracts and in penalties.

13. Documentary evidence required from the successful Bidder

The successful bidder will be informed in writing that its bid has been accepted (notification of award). Before the Contracting Authority signs the contract with a successful bidder, a successful bidder may be requested to provide additional information as deemed necessary by the Contracting Authority.

This evidence or these documents must carry a date, which cannot be more than 180 days in relation to the deadline for the submission of the bidder. In addition, a sworn statement shall be furnished stating that the situations described in these documents have not changed since then.

If the successful bidder fails to provide these documents or is found to have provided false information, the award will be considered null and void. In such a case, the Contracting Authority may award the bid to another bidder or cancel the bid procedure.

14. Signature of contract(s)

Within 7 days of receipt of the contract already signed by the Contracting Authority, the selected bidder shall sign and date the contract and return it to the Contracting Authority.

Failure of the selected bidder to comply with this requirement may constitute grounds for the annulment of the decision to award the contract. In such a case, the Contracting Authority may award the bid to another bidder or cancel the bid procedure.

The other candidates will be informed that their bids were not accepted, by means of a standard letter.

15. Cancellation of the Bids procedure

In the event of cancellation of the bid procedure, bidders will be notified of the cancellation by the Contracting Authority. If the bid procedure is cancelled before the envelopes of any bid has been opened, the unopened and sealed envelopes will be returned to the bidders.

Cancellation may occur when:

- The bid procedure has been unsuccessful, i.e., no qualitatively or financially worthwhile bid has been received or there is no response at all;
- The economic or technical data of the project have been fundamentally altered;
- Exceptional circumstances or *force majeure* render normal performance of the contract impossible;
- All technically compliant bids exceed the financial resources available;
- There have been irregularities in the procedure, in particular where these have prevented fair competition.

In no event shall the Contracting Authority be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of a bid even if the Contracting Authority has been advised of the possibility of damages.

The publication of a procurement notice does not commit the Contracting Authority to implement the programme or project announced.

E-mail: kohlim@andm.gov.za OR mpongoman@andm.gov.za

9.1 OTHER QUERIES

Any other queries related to the bid must be addressed to the attention of the Municipal Manager,
Z.H Sikhundla

14h00 Ntsizwa Nstreet
Private Bag X 9020
MOUNT AYLIFF
4735

Phone: +2739 254 5000/ +2739 254 5098



MR. L. LIZO MAWANE
SENIOR MANAGER: CORPORATE SERVICES



ALFRED NZO
DISTRICT MUNICIPALITY

SPECIFICATION

Enquiries: Mr. M. Kohli Ext 5098

TO : Chief Financial Officer
FROM : Senior Manager: Corporate Services
DATE : 20 April 2018
SUBJECT : Specification for Job Description Quality Assurance and Development

The above mentioned matter bears references.

SPECIFICATION

ITEM	DESCRIPTION	QUANTITY
	Written as follows	
Job Description Quality Assurance and Development	To develop Job Descriptions.	20 (twenty)
	To do Job Description quality assurance	96 (Ninety –six)

MR L. MATIWANE
SENIOR MANAGER: CORPORATE SERVICES

Life and legacy of

OR TAMBO, CENTENARY

